

**U.S. DEPARTMENT OF DEFENSE  
SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) PROGRAM  
COST PROPOSAL**

**Background:**

Offerors should indicate the following terms, as appropriate, in their proposal, following the instructions in Section 3.4(m) of this solicitation.

**Cost Breakdown Items** (in this order, as appropriate):

1. Name of offeror
2. Home office address
3. Location where work will be performed
4. Title of proposed effort
5. Company's taxpayer identification number and CAGE code. *(Note: Offerors that do not yet have these items -- e.g., because the company does not yet exist at the time of proposal submission -- should so indicate in the cost proposal. Such offerors, if selected for award, should talk with their DoD contracting officer about obtaining these items, both of which are required before a contract can be awarded.)*
6. Topic number and topic title from DoD Solicitation Brochure
7. Total dollar amount of the proposal
8. Direct material costs
  - a. Purchased parts (dollars)
  - b. Subcontracted items (dollars)
  - c. Other
    - (1) Raw material (dollars)
    - (2) Your standard commercial items (dollars)
    - (3) Interdivisional transfers (at other than cost dollars)
  - d. Total direct material (dollars)
9. Material overhead (rate \_\_\_\_\_%) x total direct material = dollars
10. Direct labor (specify)
  - a. Type of labor, estimated hours, rate per hour and dollar cost for each type (e.g., "computer programmer, 40 hours, \$26 per hour, \$1040 cost"). Include the name as well as hours, etc. of all key personnel.
  - b. Total estimated direct labor (dollars)
11. Labor overhead
  - a. Identify overhead rate, the hour base and dollar cost
  - b. Total estimated labor overhead (dollars)
12. Special testing (include field work at government installations)
  - a. Provide dollar cost for each item of special testing
  - b. Estimated total special testing (dollars)
13. Special equipment
  - a. If direct charge, specify each item and cost of each
  - b. Estimated total special equipment (dollars)
14. Travel (if direct charge)
  - a. Transportation (detailed breakdown and dollars)
  - b. Per diem or subsistence (details and dollars)
  - c. Estimated total travel (dollars)
15. Subcontracts (e.g., consultants)
  - a. Identify each, with purpose, and dollar rates
  - b. Total estimated consultants costs (dollars)
16. Other direct costs (specify)
  - a. Total estimated direct cost and overhead (dollars)
17. General and administrative expense
  - a. Percentage rate applied
  - b. Total estimated cost of G&A expense (dollars)
18. Royalties (specify)
  - a. Estimated cost (dollars)
19. Fee or profit (dollars)
20. Total estimate cost and fee or profit (dollars)
21. The cost breakdown portion of a proposal must be signed by a responsible official, and the person signing must have typed name and title and date of signature must be indicated.
22. On the following items offeror must provide a yes or no answer to each question.
  - a. Has any executive agency of the United States Government performed any review of your accounts or records in connection with any other government prime contract or subcontract within the past twelve months? If yes, provide the name and address of the reviewing office, name of the individual and telephone extension.
  - b. Will you require the use of any government property in the performance of this proposal? If yes, identify.
  - c. Do you require government contract financing to perform this proposed contract? If yes, then specify type as advanced payments or progress payments.
23. Type of contract proposed, either cost-plus-fixed-fee or firm-fixed price.